



温州肯恩大学

WENZHOU-KEAN UNIVERSITY

## 岗位说明书——高级翻译

所属部门：党校办

汇报机制：部门负责人

### 岗位职责：

1. 翻译各种文件，包括会议纪要、学校制度、通知等其他材料；
2. 承担学校各类活动和会议的翻译工作；
3. 承担公务出差期间的陪同口译工作，包括国内和海外的旅程；
4. 协助理事会秘书处相关工作；
5. 审核、校对交办的翻译文件；
6. 完成领导交办的其他工作。

### 必备条件：

1. 硕士以上（含）学位；英语或翻译等相关专业；
2. 取得英语专业八级证书，中英文双语写作及口语流利；
3. 具备口笔译能力，能胜任各种场合的翻译工作；
4. 执行力强、服务意识强，同时能在较强的工作压力下工作。

### 优先条件：

1. 持有 CATTI 证书或其他翻译证书者优先。



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## **Job Description - Senior Translator/Interpreter**

Department: University Affairs

Report to: Director

### **Responsibilities:**

1. Translate various kinds of texts and materials, including meeting minutes, regulations, notices and other documents.
2. Serve as an interpreter for a variety of university events or meetings.
3. Business travel interpreting in China or abroad.
4. Assist with related tasks for the Secretariat of the Board of Directors.
5. Review and proofread assigned translated documents.
6. Complete other work assigned by the leadership.

### **Required Qualification:**

1. Master's Degree or above in English or Translation and Interpretation.
2. Possession of a TEM-8 certificate, with excellent written and oral skills both in Chinese and English.
3. Strong translation and interpreting skills, capable of handling translation/interpreting tasks in various settings.
4. Good communication skills and execution ability, a strong sense of service, and the ability to work effectively under pressure.

### **Preferred Qualification:**

1. Holding a CATTI certificate or other translation/interpreting certificates.